

FOREIGN DOCUMENTS DIVISION

FDD NOTICE
NO. 56-2

11 January 1956

SUBJECT: Admission Without Identification Badges

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1. Difficulties frequently arise when a CIA employee, of [redacted] without his identification badge, seeks admission to the CIA area, [redacted] outside of regular duty hours (0830-1700).

2. The following procedure has been devised to facilitate the admittance of such an employee:

a. The badgeless employee will contact by phone from the guard's desk an employee within the area who can identify him and ask that employee to come to the guard's desk.

b. The contacted employee will display his badge to the guard, prepare an Admission Card (Form 604) furnished by the guard, and sign his name.

c. The badgeless employee will at the first opportunity report to the receptionist or the Administrative Staff during the normal duty hours so that the Admission Card previously issued can be properly stamped or his badge returned if the badge was left in Administration for safekeeping.

3. All employees are advised that they must be able to positively identify the badgeless requestor before signing such individual into the CIA area.

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Distribution:
All FDD Personnel